

**CHAPTER: 1000**  
**Releases/Community Supervision**

**DEPARTMENT ORDER:**

**1006 – Reentry Center**

**OFFICE OF PRIMARY  
RESPONSIBILITY:**

**IP&R**

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**ACCESS**

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# Arizona Department of Corrections

## Department Order Manual



  
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Charles L. Ryan, Director

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## **PURPOSE**

This Department Order establishes procedures and guidelines for the Arizona Department of Corrections (ADC) Reentry Centers, to include facility operations, offender eligibility, and participation.

## **APPLICABILITY**

This Department Order applies to the management of the Reentry Centers, offenders released to the supervision of the Department Community Corrections Bureau that meet established criteria as outlined in this Department Order, and the employees assigned to the Reentry Centers.

This Department Order is not applicable to private prison facilities.

## **PROCEDURES**

### **1.0 ELIGIBILITY CRITERIA – COMMUNITY SUPERVISION OFFENDERS**

- 1.1 To be eligible for acceptance to a Reentry Center program the following Mandatory criteria applies:
  - 1.1.1 Be an offender serving Community Supervision under Truth-in-Sentencing (TIS) in accordance with Arizona Revised Statute (A.R.S.) §13-603, date of offense on or after January 1, 1994. Offenders sentenced under any other sentencing structure may not be eligible.
  - 1.1.2 All offenders participating in any Reentry Center program shall provide voluntary consent.
- 1.2 One of these additional eligibility criteria shall be present for acceptance to any Reentry Center program:
  - 1.2.1 Be in technical violation of one or more Conditions of Supervision.
  - 1.2.2 Determine to be a high risk to recidivate and demonstrate a need for elevated structure and/or services.
  - 1.2.3 Be homeless (no viable community residency).
- 1.3 The following criteria may disqualify an offender’s eligibility for any Reentry Center program:
  - 1.3.1 Interstate Compact (ISC) offenders serving Community Supervision from another jurisdiction
  - 1.3.2 Currently exhibiting behaviors that may threaten the safe and secure operation of the Reentry Center

### **2.0 PROGRAM PLACEMENT AND ACCEPTANCE**

- 2.1 Community Corrections Officers (CCO) shall obtain approval for referral to the Reentry Center from the Community Corrections Supervisor.

- 2.1.1 All offenders shall be approved for acceptance to the Reentry Center program by the designated Reentry Center staff prior to residency or related programs. Acceptance into the residency and programming shall be dependent upon availability of bed and program space.
- 2.1.2 If an offender is referred for immediate placement, designated Reentry Center staff shall be immediately notified by the referring CCO.
- 2.1.3 Proposed residents shall not be permitted to interact with Reentry Center residents until facility staff have reviewed and approved placement.
- 2.2 The requested program shall be identified at time of referral.
- 2.3 The CCO shall forward the required documentation to designated Reentry Center staff at time of referral.
- 2.4 The Reentry Center staff shall process the referral requests within one workday. Intensive Treatment with Housing (ITH) counseling staff shall initiate the referral process within two workdays of the request.
- 2.5 Program placement/intake shall occur upon bed and/or program availability.

### **3.0 ADMINISTRATOR RESPONSIBILITIES**

- 3.1 The Facility Administrator shall ensure the following items or services are provided:
  - 3.1.1 An offender orientation and a handbook that explains the rules and expectations.
  - 3.1.2 Access to available on-site community reintegration services, by program.
  - 3.1.3 Meals are available for residential offenders as approved by current contract
  - 3.1.4 Appropriate staffing of the Reentry Center.
  - 3.1.5 Written exceptions to residency limits/requirements for offenders, in collaboration with the Community Corrections Manager.

### **4.0 PROGRAM REMOVAL**

- 4.1 Removal – A Community Supervision offender may be removed from any Reentry Center program as a result of any of the following:
  - 4.1.1 The offender demonstrates an inability to complete and/or benefit from the programs offered at the Reentry Center.
  - 4.1.2 The Facility Administrator and/or Community Corrections staff determines the Community Supervision offender poses a threat that endangers the safety of the public or security of the Reentry Center.
  - 4.1.3 Any violation of their Conditions of Supervision or Reentry Center rules.
  - 4.1.4 The offender revokes voluntary consent to participate.

- 4.2 The offender’s discharge shall be communicated to all the following designated Reentry Center staff and the Community Corrections staff:
  - 4.2.1 Supervising CCO
  - 4.2.2 Community Corrections Supervisor (CCS)
  - 4.2.3 CCO Senior
  - 4.2.4 Reentry Center Treatment Team
  - 4.2.5 Facility Administrator
  - 4.2.6 Program Staff
  - 4.2.7 Reentry Center Security Supervisors

## **5.0 TREATMENT AND REENTRY SERVICES**

- 5.1 Treatment and reentry services shall be offered at the Reentry Center based upon current availability and evidence-based programs. The CCO shall:
  - 5.1.1 Determine eligibility.
  - 5.1.2 Obtain authorization from the CCS/CCO Senior.
  - 5.1.3 Coordinate through the designated Reentry Center staff for referrals for the appropriate programs and services.
- 5.2 Treatment Program and Discharge – An offender may be discharged from the treatment program for the following reasons:
  - 5.2.1 Non-attendance
  - 5.2.2 Inability to cognitively benefit from the programming
  - 5.2.3 Threatening or intimidating other group members and/or Reentry Center staff
  - 5.2.4 Refusal to actively participate
  - 5.2.5 Revocation of voluntary consent
  - 5.2.6 Completion of Community Corrections status
  - 5.2.7 Satisfactory completion of program elements
  - 5.2.8 Violation of Conditions of Supervision
  - 5.2.9 Violation of facility/program rules
  - 5.2.10 Administrative removal

**6.0 FACILITY OPERATION AND SECURITY PROCEDURES** – The Reentry Center is a community based facility operated by the department that houses released offenders on Community Supervision for the purpose of providing emergency housing, sanctions and intensive treatment to offenders.

6.1 All staff assigned to the Reentry Center shall:

6.1.1 Conduct their duties in accordance with applicable Reentry Center Post Orders and Department policy.

6.1.2 Comply with Department Order #501, Employee Professionalism, Ethics and Conduct and Department Order #503, Employee Grooming and Dress.

6.1.3 Adhere to the allowable personal property guidelines established by the Facility Administrator and the Community Corrections Manager.

6.1.3.1 **SECTION DELETED [Revision – April 17, 2017]**

6.1.4 Adhere to Department Order #125, Sexual Offense Reporting.

6.1.4.1 Offenders shall be screened for risk of sexual victimization or sexual abusiveness upon intake to the facility, within 72 hours, by completing the Reentry Center – Screening for Risk of Victimization and Abusiveness, Form 1006-3.

6.1.4.2 Reentry Center staff shall reassess each offender’s risk of sexual victimization or sexual abusiveness within 30 calendar days of intake. The reassessment is only necessary upon any additional, relevant information received by the facility since the intake screening.

6.1.4.3 The offender’s risk level shall be reassessed when warranted due to referral, request, incident of sexual abuse, or receipt of additional information that bears on the offender’s risk of sexual victimization or abusiveness.

6.1.4.4 Offenders shall not be disciplined for refusing to answer risk screening (or for not disclosing complete information related to) questions regarding:

6.1.4.4.1 Whether or not the offender has a mental, physical, or developmental disability;

6.1.4.4.2 Whether or not the offender is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming;

6.1.4.4.3 Whether or not the offender has previously experienced sexual victimization; and

6.1.4.4.4 The offender’s own perception of vulnerability.

- 6.1.4.5 Reentry Center staff shall use the information from the risk screening to determine housing, bed, work, and program assignments with the goal of keeping separate those offenders at high risk of sexual victimization from those at high risk of being sexually abusive.
- 6.1.4.6 For Reentry Center resident offenders who identify as transgender or intersex during the intake screening for risk assessment, Reentry Center staff shall comply with Department Order #810, Management of LGBTI Inmates.
- 6.1.4.7 Offenders who present themselves or are identified as at risk of imminent sexual abuse or harm shall be placed in a Transitory Room, as outlined in 6.6.1 of this section.
- 6.1.4.8 For a minimum of 90 calendar days following a report of sexual abuse, the Facility Administrator or designee shall monitor offenders and staff who reported the sexual abuse, offenders and staff who cooperated with an investigation, and offenders who were reported to have suffered sexual abuse for retaliation by offenders or staff, and shall act promptly to remedy any such retaliation.
- 6.1.4.9 Interpreters – The Facility Administrator or designee shall provide staff interpreters for offenders in need of such services (i.e., language, literacy, deaf, blind, etc.). Other offenders shall not be used as interpreters.
- 6.1.5 Secure Department issued firearms and Conducted Electrical Weapons (CEW) (such as the TASER) in accordance with Department Order #1003, Community Corrections.
- 6.2 Offender Ingress/Egress – Staff shall:
  - 6.2.1 Clear offenders through the metal detector and search their property for contraband.
  - 6.2.2 Log offenders in and out of the facility, as directed.
  - 6.2.3 Ensure illegal contraband found in the possession of an offender is confiscated and placed in the evidence locker.
  - 6.2.4 Ensure notifications regarding illegal contraband are made to the following:
    - 6.2.4.1 Facility Administrator
    - 6.2.4.2 Community Corrections Administration
    - 6.2.4.3 Criminal Investigations Unit
    - 6.2.4.4 The offender’s supervising CCO
    - 6.2.4.5 Local law enforcement, if appropriate

- 6.3 Urinalysis testing shall be conducted in accordance with the Reentry Center Post Orders/protocol.
  - 6.3.1 The contractor responsible for the urinalysis shall arrange for pick-up of the collected samples. Reentry Center staff may deliver samples to the contractor collection site, if deemed necessary.
- 6.4 Emergency Transports – When an emergency transport to the nearest ADC complex is needed, the shift supervisor shall advise the Complex shift supervisor of the designated complex/unit. This shall occur when an immediate action warrant has been issued requiring transport of a Level 5 inmate.
- 6.5 Radio Communications – Reentry Center staff using radio communications shall speak in plain language and refrain from using radio codes. Last names with either title or surname shall be utilized.
- 6.6 Use of Designated Cells/Rooms – The shift supervisor shall ensure offenders who:
  - 6.6.1 Require the use of a Transitory Room are placed on a security watch. The frequency of the watch shall be determined on a case by case basis due to circumstances, and documented on the Observation Record, Form 1101-16. (Refer to the Glossary of Terms for the proper use of the Transitory Rooms.)
  - 6.6.2 Require the use of a Detain Cell be placed on a 30-minute security watch until transported from the Reentry Center. All security checks shall be documented on the designated Reentry Center Offender Observation Record form. (Refer to the Glossary of Terms for proper use of the Detain Cell.)
  - 6.6.3 May be deemed to have a condition which may be contagious to others, are placed in a Quarantine Room in assessment mode. Checks shall be made in accordance with standard observations, unless a higher frequency is deemed appropriate by the shift supervisor. (Refer to the Glossary of Terms for the proper use of the Quarantine Rooms.)
- 6.7 Facility Equipment
  - 6.7.1 Any damaged or broken equipment shall be reported to the shift supervisor. An Information Report, Form 105-2, and a Work Order, Form 702-6, shall be completed and submitted with any item needing repair.
  - 6.7.2 All janitorial equipment shall be accounted for at the beginning/ending of shift and the inventory sheet shall be posted in the janitorial closet.
  - 6.7.3 Safety Data Sheets (SDS) shall be required in all areas where chemicals are present.
- 6.8 Correctional Service Journal entries shall be completed in accordance with Department Order #105, Information Reporting and applicable Post Orders.
- 6.9 Key control and accountability shall be in accordance with Department Order #702, Key Control.



6.9.1 The Community Corrections Manager shall be the signatory authority for the purposes of Department Order #702, Key Control.

6.9.2 Community Corrections staff are authorized to have a permanent issue keyset, as approved by the Community Corrections Manager.

#### 6.10 Offender Accountability

6.10.1 Reentry Center staff shall conduct a count of each offender at the required times, or as directed by the shift supervisor, for the purpose of identification of offenders present in the facility:

6.10.1.1 Day Shift – 1030 hours Formal Count

6.10.1.2 Swing Shift – 2100 hours Formal Count

6.10.1.3 Graveyard Shift – 0000 hours Informal Count

6.10.1.4 Graveyard Shift – 0400 hours Formal Count

6.10.2 Reentry Center staff shall conduct offender accountability according to the applicable Post Orders and as follows:

6.10.2.1 Report the count of offenders physically present to the shift supervisor. The shift supervisor shall clear the count.

6.10.2.2 The 1030 Formal Count shall be the official census for that day. The number and category breakdown shall be transmitted by designated Reentry Center staff to the designated Community Corrections staff established timeframe daily.

6.10.2.3 Tracking sheets shall be maintained as a record and submitted to the Facility Administrator the following business day.

6.10.3 Offenders shall:

6.10.3.1 Display issued identification at all times while onsite at the Reentry Center.

6.10.3.2 Turn in/retrieve identification from the Reentry Center Reception office upon entrance/exit from the Reentry Center.

6.10.3.3 Complete the Offender Residential Ingress/Egress Log upon entrance/exit from Reentry Center.

#### 6.11 Intake/Program

6.11.1 Intake – Upon intake for any Reentry Center program, Reentry Center staff shall complete the designated intake documentation. The Reentry Center Voluntary Participation Agreement, Form 1006-2, and the Reentry Center Referral, Form 1006-1, shall be received from the supervising CCO, prior to intake, and included in the intake packet.

6.11.2 Residential Program Intake – All offenders may be required to complete a communal living health/hygiene/sanitation process upon arrival, to include showering with medicated shampoo/soap and laundering all clothing with medicated soap.

6.11.2.1 Upon residential intake, Reentry Center staff shall complete designated Adult Information Management System (AIMS) screen Gain/Loss History Screen entry and the Reentry Center tab in the Offender Management System (OMS) database.

6.11.3 Day Reporting Program – Offenders shall leave backpacks, bags, and carrying cases in the designated property locker during intake, and while in attendance at any Reentry Center program (bags are not permitted in the facility).

## 6.12 Residential Living

6.12.1 Room/bed Assignments – Offenders accepted into a residential program shall be assigned a bed based upon bed availability and designated program availability.

6.12.2 Curfew is established by the program with input from the supervising CCO. Reentry Center staff shall notify the on-call duty Manager when a Registerable/Notifiable Sex Offender fails to return to the center by designated curfew. All other curfew violations shall be reported to the Correctional Officer III's.

6.12.2.1 Offenders working a Swing/Graveyard shift shall receive an adjusted curfew assigned by the Reentry Center staff.

6.12.3 Residential lights out shall occur at 2200 through 0600 hours during weekdays and 0000 through 0600 on weekends. All residential lights, to include, the secured living area lighting and personal lights, shall be turned off and remain off during designated times.

6.12.4 Facility overhead security lighting shall remain on continuously.

## 6.13 Detain/Arrest/Transport

6.13.1 Any residential offender who:

6.13.1.1 Smells of intoxicants or exhibits behaviors indicative of intoxication (i.e., stumbling, slurred speech, erratic speech patterns, belligerence or inappropriate affect) shall be tested for alcohol and/or drugs.

6.13.1.2 Tests positive for intoxicants by the administered Breathalyzer for alcohol may be taken into custody by Reentry Center staff if a warrant is issued, and shall be transported to the nearest ADC complex. The CCO shall address the warrant the following workday.

6.13.1.3 Tests positive for intoxicants by the administered Breathalyzer for alcohol who is not returned to custody may be placed in a Transitory Room, with the door remaining unlocked, and the CCO shall address the violation the following workday.

- 6.13.2 During regular business hours (i.e., Monday through Friday, 0800 through 1700 hours), the Reentry Center shall contact the supervising CCO for desired action.
- 6.13.3 After regular business hours (Friday through Monday, 1700 hours through 0800 hours and holidays), the Reentry Center shall contact the Community Corrections On-Call Manager for issuance of the appropriate warrant.
- 6.13.4 Upon an after-hours arrest, offenders may be temporarily placed in a secured Detain Cell while pending transport to the nearest ADC complex.
  - 6.13.4.1 The Detain Cell may be used during evening and weekend hours by security staff for an offender when a warrant has been issued and at the direction of the Community Correction On-Call Duty Manager.
  - 6.13.4.2 The Detain Cell shall be fully secured when in use, including the food/utility trap. The trap shall not be left open for any reason.
  - 6.13.4.3 The shift supervisor shall ensure health and welfare checks occur every 30 minutes.
  - 6.13.4.4 Observation Records forms shall be affixed to the wall area near the Detain Cell in use and all checks shall be logged immediately.
  - 6.13.4.5 Detain Cells are not to be used during regular business hours, except as approved by the Facility Administrator.
- 6.13.5 The shift supervisor shall contact:
  - 6.13.5.1 The Complex shift supervisor of the designated complex/unit and request transportation to pick-up the arrested offender, if needed, and follow-up with an email to the Complex Supervisor, to whom the request was made; the email shall be copied to the Community Correction On-Call Duty Manager.
  - 6.13.5.2 The Complex shift supervisor of the designated complex/unit every 30 minutes until receipt of confirmation that the transport is on the way to the Reentry Center. Each call shall be followed by an email to confirm the contact and request.
  - 6.13.5.3 The Community Corrections On-Call Duty Manager, after two hours, if the arrested offender has not been picked-up by the requested transportation.
- 6.13.6 After two hours, the Community Corrections On-Call Duty Manager shall contact the nearest ADC complex On-Call Duty Officer and ensure action is taken to secure the arrested offender.
  - 6.13.6.1 When the arrested offender is taken into custody by the transportation team, the shift supervisor shall send an email notifying the Community Corrections On-Call Manager of the departure of the arrested offender.

- 6.14 Emergency/Non-Emergency – Incident Command System (ICS) shall be followed for all emergency incidents.
  - 6.14.1 Medical Emergency – In the event of a medical emergency, the Reentry Center staff shall call 911 for ambulance service. Offenders shall assume financial responsibility for their own medical care.
    - 6.14.1.1 For Prison Rape Elimination Act (PREA) incidents that occur at the Reentry Center facility, medical services shall be provided to the victim without financial cost in accordance with Department Order #125, Sexual Offense Reporting.
    - 6.14.1.2 Non-Emergency Medical – In the event of a non-emergency medical event, the offender is solely responsible to seek and manage their own care.
  - 6.14.2 Fire Emergency – In the event of a fire emergency, staff shall notify a shift supervisor and call 911.
    - 6.14.2.1 All offenders shall familiarize themselves with emergency fire exits and evacuation plan.
    - 6.14.2.2 Evacuation plans are posted in each living, dining, and administration areas.
    - 6.14.2.3 When offenders are ordered to evacuate a building due to fire or other emergencies, they shall be advised by the Reentry Center staff or by the sounding of the fire alarm, and shall be directed where to proceed for the emergency.
  - 6.14.3 Maintenance Emergency – In the event of a maintenance emergency, immediately notify a shift supervisor, who will take immediate action to shut off the affected facility utilities.
    - 6.14.3.1 Complex maintenance shall be notified if the issue is a larger magnitude and cannot be handled by the Reentry Center staff.
    - 6.14.3.2 Service providers shall be notified when deemed necessary.
  - 6.14.4 Offender Behavior Emergency
    - 6.14.4.1 Reentry Center staff shall call 911 for response to violent, assaultive, or erratic offender behavior, and make notification to the following:
      - 6.14.4.1.1 Shift supervisor
      - 6.14.4.1.2 Designated Reentry Center staff
      - 6.14.4.1.3 Central Office Communication Center (COCC)
      - 6.14.4.1.4 Criminal Investigations Unit

6.14.4.1.5 The offender's supervising Community Corrections Officer

6.14.4.2 Reentry Center staff may utilize state-issued chemical agents, handcuffs or full restraints in order to immediately neutralize a violent assaultive act, to include physical assault and/or destruction of state property.

## 6.15 Meals

6.15.1 Shift supervisors shall:

6.15.1.1 Ensure residential offenders have access to daily meals consisting of a mega sack and a hot dinner meal.

6.15.1.2 Account for all meals. The Facility Administrator shall be notified of meal shortages or discrepancies.

6.15.1.3 Maintain the sanitation of the dining area.

6.15.2 Meal Type/Frequency/Service

6.15.2.1 The Contracted Food Service shall provide a daily mega sack (breakfast/lunch) and a hot dinner meal for offenders seven days a week. Diabetics shall be provided a graham cracker snack for breakfast/dinner and saltines for lunch. The food shall be delivered in bulk in food warmers and refrigeration carts.

6.15.2.2 Offenders' authorized personal meals/snacks shall be in accordance with guidelines established by the Facility Administrator or designee.

6.15.3 Daily Meal Counts/Times – By 1100 hours each day the shift supervisor shall advise the Contracted Food Service of the number of mega sacks and hot meals needed for the following day, to include the weekends.

6.15.3.1 Meals shall be served according to the Reentry Center established meal times.

6.15.3.2 Meal clean-up procedures shall be determined by the Facility Administrator.

6.15.4 Meal Tracking – Correctional Officers IIs shall track the number of meals on a daily tracking sheet. Meal shortages and discrepancies shall be brought to the attention of the shift supervisor. The shift supervisor shall notify the Facility Administrator of any discrepancies.

## 6.16 Facility Mail

6.16.1 Mail processing shall be the shared responsibility of the Reentry Center clerical staff. In the absence of the Reentry Center clerical staff, the designated shift Correctional Officer shall assist/complete daily duties.

6.16.2 Incoming mail shall be processed daily as follows:

6.16.2.1 Incoming mail shall be date stamped upon arrival.

6.16.2.2 Mail shall be sorted/distributed daily in the designated staff mail boxes. Offenders shall be notified when they receive mail.

6.16.3 Outgoing mail may be placed in the Reentry Center mailbox, located in the Reentry Center entrance.

6.17 Offender Personal Property

6.17.1 Residential offenders shall have the ability to lock their storage cabinets/drawers in their living areas. Offenders shall be responsible and accountable for their own property lock.

6.17.2 Non-residential offenders and offenders pending residential intake shall store backpacks, bags, briefcases in the designated Reentry Center property lockers. This property is not allowed within the facility in accordance with the Reentry Center facility protocol.

6.17.3 Medications – Residents at the Reentry Center shall be solely responsible for their legally prescribed medication. Department staff shall assume no oversight or handling of medications. Medication compliance shall be the sole responsibility of the offender. All prescription medication shall be in its original container, with the original prescription label attached. Offenders shall access and store all prescribed medication, supplements and over the counter medications in the designated location, in accordance with the Reentry Center facility protocol.

6.17.3.1 Keep-on-Person (KOP) Medications – Offender prescribed medications designated as immediate life-saving medications shall be allowed on their person (e.g., nitroglycerin, epi-pen, emergency inhaler, etc.).

6.17.3.2 Reentry Center staff shall complete the designated Medication Log, when applicable.

6.17.4 Food – The facility shall not store any food items for any offender. Personal snacks/food shall be consumed in the designated areas.

6.17.5 Offender Tool Storage – Offenders who possesses tools for a job (such as construction) shall utilize available storage lockers to secure them.

6.18 Offender Laundry Facilities – Residential offenders may use designated washers and dryers if and when available.

6.19 Public Access to Facility – Access to the Reentry Center shall be restricted to reporting Community Supervision offenders, Department staff, contracted vendors, and pre-authorized community providers/volunteers.

6.19.1 There are no public restrooms and no waiting areas for offenders' families/visitors.

6.19.2 Family members, friends, and members of the public requesting to meet with Community Corrections staff shall be advised to contact the offender's CCO directly to schedule an appointment.

## 6.20 Visitation

6.20.1 Reentry Center staff shall determine the appropriateness of on-site visitation.

6.20.2 Residents of Reentry Center may be given authorization for scheduled off-site visits.

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **FORMS LIST**

1006-1, Reentry Center Referral

1006-2, Reentry Center Voluntary Participation Agreement

1006-3, Reentry Center - Screening for Risk of Victimization and Abusiveness

## **AUTHORITY**

A.R.S. Title 13, Criminal Code

A.R.S. §13-603, Authorized Disposition Of Offenders

A.R.S. §41-1613, Community Correctional Centers; Powers And Duties; Allocation Of Compensation; Absence Without Leave; Classification; Notice; Hearing; Location