

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 300 BUSINESS/BUDGET</p>	<p>OPR: DIR</p>
	<p>DEPARTMENT ORDER: 305 <i>ESTABLISHMENT/FUNDING OF NEW DEPARTMENT PROGRAMS</i></p>	<p>SUPERSEDES: DO 305 (09/01/96)</p>
		<p>EFFECTIVE DATE: APRIL 17, 2009</p>

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PURPOSE

In order to effectively control the limited funds allocated to the Department during the fiscal year, no new programs shall be implemented unless the programs are essential to the operation of the Department. This Department Order establishes procedures to identify new programs that would be beneficial to the Department.

PROCEDURES

305.01 DEVELOPMENT OF NEW PROGRAMS - No new Department program shall be considered or implemented without absolute compliance to the provisions of this Department Order. The appropriate Division Director in which a new program is to operate shall:

- 1.1 Prepare a written position paper that outlines at a minimum the following: (See Attachment A.)
 - 1.1.1 An issue statement which specifically describes the issue that the program addresses. Issue statements shall be written in the form of a question.
 - 1.1.2 A list of advantages associated with the proposed program.
 - 1.1.3 A list of disadvantages associated with the proposed program.
 - 1.1.4 Staff recommendation(s), which respond to the question, outlined in the issue statement.
 - 1.1.5 Any estimated costs or savings to the Department.
- 1.2 Attach any supporting documents to the position paper.
- 1.3 Distribute the completed position paper to all executive staff members.

305.02 EXECUTIVE STAFF - Executive staff members shall discuss the position paper at executive staff meetings and make recommendations to the Director, as outlined in Department Order #112, Department Meetings.

305.03 NEW PROGRAM IMPLEMENTATION - Only programs that are approved by the Director, following executive staff review, shall be implemented.

DEFINITIONS

EXECUTIVE STAFF – Consists of the Deputy Director, the Division Directors, the Agency Planning Administrator, the General Counsel and other staff designated by the Director.

NEW PROGRAM - First-time programs which require resources, or modifications of existing programs, which require additional resources including activities related to construction and/or maintenance.

PROGRAM – A plan, system or a sequence of operations to achieve a specific goal within the Department.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENTS

Attachment A - Sample Position Paper

**ATTACHMENT A
DEPARTMENT ORDER 305**

SAMPLE

**Position Paper on Inmate Mental Health Care
July 10, 2008**

Issue:

Since mental health professionals, particularly psychiatrists, are difficult to attract and retain at rural prison locations, should Tucson, Florence, and Perryville be designated as primary care centers where these professionals are available for inmates requiring special mental health care - Mental Health Score of 3 or greater (>MH-3)?

Advantages:

1. Tucson, Florence, and Perryville have the necessary mental health cadre available to appropriately treat inmates with a score >MH-3.
2. An inmate's mental health condition is a component of classification scoring and institutions have been classified by mental health capabilities and incorporated into the classification manual.
3. Liability for inadequate mental health treatment can be avoided.
4. The classification system is structured to accommodate specific medical requirements - mental health is one of these requirements.
5. Approximately 102 inmates with a score of >MH-3 are located in institutions other than Florence, Tucson or Perryville.

Disadvantages:

1. Specialization of treatment capabilities causes the designated institutions to have a disproportionate share of mental health cases.
2. Inmate placement and movement may be affected at a time when there is very little flexibility due to overcrowded conditions.

Staff Recommendations:

1. The Department formally adopt the policy of centralizing mental health care at Florence, Tucson, and Perryville.
2. Utilize the classification system to ensure that inmates are placed according to classification and treatment needs.
3. In a reasonable time frame move the 102 identified inmates to the designated institutions to ensure adequate treatment.

____ APPROVED
____ DISAPPROVED

CHARLES L. RYAN, Director